



Normanhurst School

Pastoral Care Policy

The Headmistress and Senior Leadership Team (SLT) are responsible for Pastoral Care within the School.

The Headmistress (or in her absence the Head of Seniors and Head of Juniors) is the designated person for Child Protection for children in the Early Years, juniors and seniors.

Class/form teachers have responsibility for the pastoral care of pupils in their classes and are responsible for keeping parents and the Senior Leadership Team informed of any problems that occur. (Incident Forms and Concern Forms are used to record incidents and conversations with pupils and parents.) If staff are unsure how to deal with a problem which occurs, they can speak to the Head of House or Senior Leadership Team. Any incident of bullying or concern about safeguarding, whether a child is in danger or at risk, must be reported to the Headmistress and SLT immediately. Staff know that they can contact the Local Authority Designated Officer themselves if they believe a child to be at risk of harm.

Learning Support, Lunchtime Staff, Office Staff and Maintenance Staff all play a vital role in looking after the welfare of the pupils. They will report any concern or incident that occurs to the class/form teacher or Head of House. (In the case of a concern about child abuse they will report straight to the Headmistress.)

PSHE, Form Time, Circle Time and assemblies are used to address the issues of friendship, good manners, consideration for others, citizenship and bullying. We actively promote a 'Virtues Culture' in school and pupils of all ages are encouraged to grow in good character.

General issues to promote Spiritual, Moral, Social and Cultural Development are taught via RE, PSHE, Assemblies, Circle Time, and other subjects such as English, Geography, Music, Drama, PE and Art.

The School has a very friendly family atmosphere. The pupils feel safe and are encouraged to talk about their problems and concerns and to look after each other and let people join in their games in the playground. There is an active School Council that meets regularly and an excellent Prefect system in place. In addition there are 'Peer Mentors' in place to encourage pupils to share any concerns, however small.